



Fiscal Year 2024

**Expansion of ESL Services for Adult Education Providers in the Chicagoland Area
Working with Asylees, Refugees, and Migrants**

Application Due Date/Time:

February 15, 2024, by 5:00pm (CST)

Submit Application To:

ICCB.ael.compliance@illinois.gov

UNIFORM NOTICE OF FUNDING OPPORTUNITY (NOFO) SUMMARY INFORMATION

1.	<i>Awarding Agency Name:</i>	<i>Illinois Community College Board (ICCB)</i>
2.	<i>Agency Contact:</i>	<i>Britt Garton Pisto britt.pisto@illinois.gov Director for Integrated English Literacy and Civics Education Illinois Community College Board 555 West Monroe St. Chicago, IL 60661 Phone: 312-814-8972</i>
3.	<i>Announcement Type:</i>	<i>Initial Announcement</i>
4.	<i>Type of Assistance Instrument:</i>	<i>Grant</i>
5.	<i>Funding Opportunity Number:</i>	<i>2549-2401</i>
6.	<i>Funding Opportunity Title:</i>	<i>FY2024 Expansion of English Language Services for Adult Education Providers in the Chicagoland Area Working with Asylees, Refugees, and Migrants.</i>
7.	<i>CSFA Number:</i>	<i>684-00-3320</i>
8.	<i>CSFA Popular Name:</i>	<i>English Language Services for Adult Education Providers</i>
9.	<i>CFDA Number(s):</i>	
10.	<i>Grant Period</i>	<i>April 1, 2024 – March 31, 2025</i>
11.	<i>Anticipated Number of Awards:</i>	<i>10-30</i>
12.	<i>Estimated Total Program Funding:</i>	<i>\$750,000</i>
13.	<i>Award Range:</i>	<i>\$25,000-75,000</i>
14.	<i>Source of Funding:</i>	<i>State</i>
15.	<i>Cost Sharing/Matching Requirement:</i>	<i>No</i>
16.	<i>Indirect Costs Allowed</i>	<i>Yes</i>
	<i>Restrictions on Indirect Costs</i>	<i>No</i>
17.	<i>Posted Date:</i>	<i>December 4, 2023</i>
18.	<i>Closing Date for Applications:</i>	<i>February 15, 2024, 5:00 pm</i>

A. Background and Purpose

The Illinois Community College Board (ICCB) is inviting currently funded Title II Adult Education programs to apply for the Expansion of English Language Services for Adult Education Providers grant. As of September 2023, the Chicagoland area has seen more than 23,400 New Arrivals arrive seeking asylum. This grant will support the increasing numbers of asylees, refugees, and migrants by helping them gain skills in English Language Acquisition. The grant will also provide a system of support for the work providers are doing in partnership with emergency shelters and respite centers. The purpose of this grant is to prepare adults who are English Language Learners through ELL classes and activities that lead to self-sufficiency as parents, workers, and citizens.

B. Eligible Applicants

Current ICCB-funded Title II Adult Education and Literacy programs are invited to submit proposals under this Notice of Funding Opportunity (NOFO).

C. Target Population

The ICCB is committed to serving the populations that are most in need of the services as identified under the Illinois Unified Plan <http://illinoisworknet.com/UnifiedStatePlan2020>.

An eligible individual to receive Adult Education and Literacy services is an individual:

- Who has attained 16 years of age.
- Who is not enrolled or required to be enrolled in secondary school under state law.
- Who are basic skills deficient.
- Who does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent level of education.
- Or is an English Language Learner.

D. Grant Objectives

The intent of the grant is to expand capacity for English language services for providers in the Chicagoland area working with asylees, refugees, and migrants. With this funding, adult education providers can better assist new arrivals with their transition to living in the United States. These funds will help programs provide opportunities for English language learners to increase their basic skills in listening, speaking, reading, and writing. This funding is intended to expand existing offerings and serve additional learners. It is not intended to supplant existing English Language Services.

By hiring qualified ESL instructors with a background in working with asylees, refugees, and migrants, the New Arrivals population will be better served and have access to curriculum that addresses their skill set. Programs will offer technology for students to access remote learning. Providers will recruit students while offering wrap-around services to retain new learners.

Assessment of the students and program will occur throughout the grant cycle.

E. Allowable Expenditures

Funds may be used to serve eligible participants in the target population for the FY24 Expansion of English Language Services award. This includes money used to work with and support Adult Education students who are: asylees, refugees, migrants, immigrants, and English Language Learners.

English Language Learner curriculum can be purchased to support learner success with increased measurable skill gains and transitions to either workplace or postsecondary education.

It is expected that providers will use a variety of resources to provide wrap-around support services to serve this population.

F. Grant Deliverables

Carry out deliverables of the proposed scope of work.

Submit required programmatic and fiscal reports on a quarterly basis. Details and dates will be provided in the Grant Agreement.

Reporting templates and other instructions will be made available to grant recipients later.

G. Application Package

Applications submitted under this grant program will undergo a merit-based review process. All three parts of the application package must be completed by the deadline to be considered. Applicants should ensure that all elements are clearly addressed and are strongly encouraged to use headers to address all elements or some consistent form of response delineation. Applicants will receive a receipt of application. However, applicants will not be notified if there are items that are missing from their application. Applicants must use the templates provided on the ICCB website: <http://www2.iccb.org/iccb/grant-opportunities/>

The application must be organized as listed below.

- *Uniform Grant Application*

Applicants must complete each section of the Uniform Grant Application in its entirety beginning on page 2. If a question is not applicable, please enter NA.

- *Application Narrative*

The eligible applicant must submit a narrative of no more than three pages, double-spaced, 12-point font that must include the following information in the order listed below and utilizing a header for each Numbered Section.

1. *Statement of Need*

Population to be Served: Provide a description of the target population of students to be served (Use DAISI data – NRS Core Performance Report, Table 1 and the SIUE Index of Need). Applicants should identify key challenges and barriers learners face, including language barriers, education barriers, legal issues, employment, housing, and social integration.

Applicants should use data as evidence for their selection. This data can be found in many sources such as the Index of Need (<https://www2.iccb.org/data/research-tools/district-census-data/>), the DAISI NRS Core Performance Report, Table 1, or local, more recent data available on the influx of migrants and their educational needs.

2. *Services to Be Provided*

Project Work Plan: Clearly describe the project activities and associated timeline for each activity to be carried out during the grant period. The activities should clearly relate to the goals of the grant. A chart or table is encouraged.

Description of the curriculum (example, Burlington English) or support resources to be provided: Include explanations of how the curriculum will lead to improved learner outcomes and how the determination of purchases is made.

Location of Services: Identify where services and instruction will be offered. How will individuals be recruited or informed about available services?

Partners: What internal and external partners will participate in this project? How will you connect with new students and with agencies supporting newly arrived immigrants. Discuss if these relationships are newly formed to address the needs of the expanding

immigrant population. Applicants should clearly define the role of all partnering agencies.

3. *Overall Project Goals/ Indicators of Performance*

Identify how the project goals identified in your proposal are aligned with your Area Plan.

Identify the Number of additional English Language Learners that will be served (from current baseline of services) and the wrap around support services provided. Discuss how these wrap around supports will lead to increased student persistence.

Discuss how this funding will be used to increase adult learner outcomes such as increased Education Functioning Levels, completion of Bridge programming, completion of Integrated Career and Academic Programs, or participation in a workplace literacy program.

- *Uniform Budget*

All applicants must submit a proposed budget on the State of Illinois Uniform Grant Budget Template (template provided). Applicants should submit budgets based upon the total estimated costs for the project. Costs should be in line with allowable costs under the Grant Accountability and Transparency Act. Grantees should ensure that they have the institutional capacity to fully execute this grant and all funding provided with it. Grants funds must be expended within the allowable timeframes of the grant period.

For information on allowable uses of funds and other administrative requirements: <https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.

H. **Application/Submission Information**

Each grant application package must be submitted no later than February 15, 2024 to iccb.submit.aelfrp@illinois.gov. Grant application and materials may be found on the ICCB website at <http://www2.iccb.org/iccb/grant-opportunities/>

All questions must be submitted electronically to: britt.pisto@illinois.gov

Paper copies of the applications are not permitted. Applicants will receive confirmation of receipt of the e-mail containing the attachments. It is up to the applicant to ensure that all items in the package are attached and sent in the e-mail.

All applicants, funded or not funded, will be notified by March 15th, 2024.

I. **Grant Pre-Qualification**

Interested institutions may apply for a grant but will not be eligible for a grant award until the institution has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal located at www.grants.illinois.gov.

During pre-qualification, the Unique Entity Identifier (UEI) verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The prequalification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire.

If applicable, the entity will be notified that it is ineligible for award because of the UEI verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception

approved by the Federal or State awarding agency under 2 CFR 25.110 (d)) is required to:

- Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:
<https://governmentcontractregistration.com/sam-registration.asp>.
- Provide a valid UEI number in its application.
- Continue to always maintain an active SAM registration with current information during which it has an active award.
- ICCB will not make an award to an applicant until the applicant has fully complied with all applicable UEI and SAM requirements.
- Grant recipients must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment.

J. Funding Information

Grant Period:

The grant period is April 1, 2024 – March 31, 2025.

Funding Availability:

A total of \$750,000 is appropriated from the General Revenue Fund to the ICCB for grants to eligible entities for educational purposes as outlined under this NOFO. Only one grant application per adult education provider will be considered.

Funding Deadlines:

- Please note that no extensions will be given for expending funds.
- Grant funds and services must be obligated by March 31, 2025.
- Grant funds must be liquidated by May 30, 2025.

Cost Sharing or Matching:

No cost sharing or matching is required.

Indirect Cost Rate:

To charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRA's. Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. ICCB will accept the federally negotiated rate.

State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a De Minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDS annually to accept the De Minimis rate.

Allowable and Unallowable Costs:

Grant recipients must adhere to the Grant Accountability Transparency Act (GATA) unless otherwise permitted.

K. Review Criteria and Selection Process

The ICCB staff will use the criteria listed in this Notice of Funding Opportunity (NOFO) to review the applications and will award points accordingly. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO and the grant proposal.

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout.

L. State Awarding Agency Contact

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